

## **MANSFIELD TOWNSHIP COMMITTEE MEETING**

**February 23, 2022**

This is a regular meeting of the Mansfield Township Committee. The notice requirements of the law have been satisfied for this meeting by notice to the Express Times NJ Zone of the time, date and location thereof. Notice was also posted on the announcement board located in the Municipal Building.

Roll Call: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Salute to the flag was done by all.

### **PUBLIC PORTION – CONSENT AGENDA ITEMS**

Mayor Watters opened the Public Portion of the meeting for comments on the Consent Agenda Items.

Seeing none, the Public Portion for Consent Agenda Items was closed.

### **CLERK'S REPORT**

In Mrs. Orlando's reported:

Document Scanning – Zoom training for all employees with Foveonics will be Wednesday, March 2<sup>nd</sup>.

HVAC – Mrs. Orlando contacted BPU. The state offers a free energy audit before applying for a grant to upgrade.

Cyber Security – State offers a cyber security grant Zoom class that Mrs. Orlando will take to cover the security costs.

Zoning Position – An interview has been scheduled for Monday for a part-time zoning officer. Mrs. Orlando will conduct the interview then will have the candidate interview with the Committee.

Ordinance Tabled – A motion is needed to table the ordinance presented at the February 9th meeting to vacate the paper streets. Engineer needs to review the survey of the property again.

Mr. Hayes made a motion to table the ordinance, which was seconded by Mr. McGuinness.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

### **CFO REPORT**

Mrs. Mollineaux had no report.

### **EMPLOYEES' REPORTS**

Mrs. Fascenelli reported:

Flea Market – The Green Team explored different options of where to hold it. The DPW garage will work well. Proposed dates of Saturday and Sunday in May or later in the year. Mrs. Facenelli distributed a flyer to the Committee that lists information and donations accepted for registering for a space. Township will not be responsible for loss. The DPW Supervisor said it can work in the garage. Tools can be locked up. Mr. Lavery stated to contact Risk Management to cover the insurance.

Mrs. Mora Dillon made motion to approve the Flea Market at the DPW garage with Risk Management confirmation in place, which was seconded by Mr. Hayes.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Snyder reported:

Tractor Repair – Mr. Snyder contacted Central Jersey who will begin working on the tractor.

Blau Road Repairs – Temporary spot was repaired today. Once the plants open, they will repair it properly.

### **ENGINEER'S REPORT**

Mr. Quanme from Ferriero Engineering reported from the February 18<sup>th</sup> report:

Item 4 Mt. Bethel Church – He reached out to the architect to find the septic plan still has not been submitted. Mr. Quamme will follow up to see when it will be submitted.

Item 6 DOT Payments – Watters Road payment has been received. Rich Loveless from DOT will get back about the submission of Heiser Road. He assured we will get payments and will not drop the township.

Item 11 Violation – Will reissue violation letter since there is a new owner.

Item 8 Pole Barn Bid – Mrs. Orlando is tweaking bid information with Mr. Quamme and Mrs. Mollineaux's suggestions. It will be ready to post the first week in March. Opening date is April 13<sup>th</sup>. Mr. Quamme will get the location map to Mrs. Orlando.

### **CONSENT AGENDA**

Each of the following resolutions were presented before the Township Committee at the February 23, 2022 meeting and have the unanimous approval of all the members of the Township Committee, with the same legal effect as though each was read in its entirety at the

February 23, 2022 meeting and adopted by separate vote.  
Motion by Mrs. Mora Dillon, second by Mr. Hayes.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

**Resolution 22-65**

**WHEREAS**, the Township of Mansfield entered into an agreement on November 8, 2020 with ACF Landscape Lawncare Maintenance & Design for lawn mowing and trimming services on Township property; and

**WHEREAS**, the term of the agreement is for two (2) years; and

**WHEREAS**, ACF Landscape Lawncare Maintenance & Design has officially changed their name to ACF Greenscapes, Inc., 10 Brantwood Ter., Hackettstown, NJ 07840; and

**WHEREAS**, ACF Greenscapes, Inc. wishes to continue with the lawn mowing and trimming services per the original agreement dated November 8, 2020.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield, County of Warren authorizes ACF Greenscapes, Inc. to fulfill the term of the agreement.

**Resolution 22-66**

**WHEREAS**, Skoda Contracting Company, Inc. issued checks in 2021 for Outside Employment of Off-Duty Police (quasi-public matters) account with The Township of Mansfield, County of Warren; and

**WHEREAS**, there is a remaining balance of \$ 210.00 in their account.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Finance Office be authorized to refund the amount of \$ 210.00 to Skoda Contracting Company.

**Resolution 22-67**

**WHEREAS**, the Township Committee of the Township of Mansfield previously authorized a contract for an Operations Observation Study at a cost not to exceed \$ 6,000.00 with Municipal Management Partners, 237 Fairmount Road, Long Valley, NJ 07853, per resolution # 2020-54; and

**WHEREAS**, the Mayor and Township Committee have determined that at this time an Operations Observation Study would not be in the best interest of the Township.

**NOW, THEREFORE, BE IT RESOLVED**, by the Township Committee of the Township of Mansfield, County of Warren as follows:

- Resolution 2020-54, authorizing a contract with Municipal Management Partners payable from the Mayor & Council Operating Account for a total cost not to exceed \$6,000.00 is hereby rescinded.

- Purchase Order number 20-00193 issued to Municipal Management Partners dated February 19, 2020 is hereby void.
- The sum of \$ 6,000.00 will revert to the Township's surplus.

**BE IT FURTHER RESOLVED**, that the Acting Township Clerk of the Township of Mansfield be authorized to notify Municipal Management Partners of the Township's decision to rescind resolution # 2020-54.

**Resolution 22-68**

**WHEREAS**, the following properties have overpayments for 2022 which should be refunded:

<b>Block / Lot / Qual</b>	<b>Quarter(s)</b>	<b>Amount</b>	<b>Payor</b>	<b>Reason</b>
1102.24 / 6 / -C031F	1	1,074.98	CoreLogic	Q1-2022 overpayment
1105.05 / 12	1	3,102.86	CoreLogic	Q1-2022 overpayment
1105.06 / 8	1	2,889.45	CoreLogic	Q1-2022 overpayment
1602 / 26	1	695.58	CoreLogic	Q1-2022 overpayment
1903 / 7	1	35.20	CoreLogic	Q1-2022 overpayment

**NOW THEREFORE BE IT RESOLVED**, by the Township Committee of the Township of Mansfield this 23rd day of February, 2022 that the Tax Collector and Township Finance Office are hereby authorized to refund the tax overpayments to the vendor shown below as well as make any adjustments to the tax records as needed:

CORELOGIC Centralized Refunds  
PO Box 9202  
Coppell, TX 75019-9760

Tax Overpayments totaling **\$ 7,798.07**

**Resolution 22-69**

**WHEREAS**, the Township Committee ("Committee") of the Township of Mansfield ("Township") finds and declares that John Tate, Jr. ("Employee") is an employee of the Mansfield Township Department of Public Works; and

**WHEREAS**, the Committee further finds and declares that the Employee will be out of work on paid leave as of March 2, 2022; and

**WHEREAS**, the Committee further finds and declares that the Employee has leave days accrued that could be used for salary compensation during the duration of his paid leave;

**NOW, THEREFORE, BE IT RESOLVED**, that the Township Committee of the Township of Mansfield does hereby grant paid leave to Township Employee, John Tate, Jr., during the period of March 2, 2022 through March 23, 2022; and

**BE IT FURTHER RESOLVED**, that the Acting Township Clerk be and is hereby directed to formally notify the Public Employees' Retirement System of said status and to cause the same to be included in the records maintained for said employee.

**Resolution 22-70**

The following Tax Sale Certificate, held by the Township, having been paid and satisfied in full pursuant to N.J.S.A. 54:5-59; the Mayor and Township Clerk are hereby authorized and directed to endorse same for cancellation, affix the Township Seal, and return same to the Tax Collector for delivery to the property owner or legal representative pursuant to N.J.S.A. 54:5-55.

<b>Tax Sale Certificate Number</b>	<b>Block / Lot</b>	<b>Original Certificate Amount</b>
21-00003	2711 / 17	\$ 86.26

Mr. Farino withdrew from G.

Mr. Hayes made a motion to approve Resolution G, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Farino

**Resolution 22-71**

**WHEREAS**, the Township Committee of the Township of Mansfield, County of Warren, finds and declares that certain municipal obligations have come due and are now payable; and

**WHEREAS**, the Township Committee further finds and declares that said obligations have been itemized on the annexed schedules, which are hereby deemed part of this Resolution;

**NOW, THEREFORE, BE IT RESOLVED** that the Township Committee of the Township of Mansfield does hereby authorize payment of said municipal obligations, in accordance with the recommendations of the Chief Financial Officer and the Deputy Treasurer, from the following accounts and in the following amounts:

PREPAID LIST	
CURRENT	\$99,984.97
CAPITAL	
TRUST	\$
DOG	\$
RECREATION	
OPEN SPACE	\$
DEV ESCROW	
UNEMPLOYMENT	\$100.09
TAX PREMIUM	
MANDATORY DEV	
OUTSIDE EMPLOY	
<b>TOTAL</b>	<b>\$100,085.06</b>

BILLS LIST	
CURRENT	\$584,390.00
CAPITAL	\$2,092.50
TRUST	\$
DOG	\$
RECREATION	\$
OPEN SPACE	
DEV ESCROW	\$311.00
UNEMPLOYMENT	\$
TAX PREMIUM	\$56,500.00
MANDATORY DEV	\$
OUTSIDE EMPLOY	\$210.00
FORF ASSETS	\$
<b>TOTAL</b>	<b>\$587,003.50</b>

Mr. Hayes made a motion to approve Resolution G, which was seconded by Mrs. Mora Dillon.

Ayes: Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: Mr. Farino

**COMMITTEE COMMENTS**

Mr. Hayes stated the OEM Director is updating the Operating Procedures Manual with Acting Clerk Monica Orlando

**PUBLIC PORTION**

Mayor Watters opened the Public Portion of the meeting for comments.

Carol Thompson, 510 Rt. 57, hasn't received a response from Mr. Ferriero. Court case was cancelled due to Mr. Ferriero being out of the country. Mr. Quamme stated Mr. Ferriero has not met with the prosecutor. Mrs. Thompson stated there is no enforcement of violations. Mr. Quamme will contact Mr. Ferriero. Mrs. Thompson stated Jason Williams, DMV Inspector, had contacted former Clerk Dena Hrebenak twice about used car lot. He is waiting for a document from the township stating no authorization of car license.

Mayor Watters asked for further comment from the public; seeing none, the public portion was closed.

**EXECUTIVE SESSION**

Mayor Watters announced moving into Executive Session at 7:53 pm

Mrs. Mora Dillon made a motion to go into Executive Session at 7:53pm, which was seconded by Mr. Farino.

Ayes: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Nays: None

Absent: None

Abstain: None

Mr. Lavery stated the Executive Session discussion will include:

- Two personnel matters, one being a Rice Notice, second dealing with zoning
- One personnel matter
- Contractual
- Engineer property situation

**RETURN FROM EXECUTIVE SESSION**

Return from Executive Session at 9:20 pm.

Mr. Hayes made a motion to return to Regular Session, which was seconded by Mrs. Mora Dillon.

Roll Call: Mr. Farino, Mr. Hayes, Mr. McGuinness, Mrs. Mora Dillon, Mayor Watters

Mr. Lavery announced the return from Executive Session at 9:20 pm where they discussed:

- Personnel matter dealing with Rice Notice
- Personnel matter dealing with zoning
- Contractual matter dealing with outside services
- Attorney/client privilege matter dealing with property with vehicle structures

No official action was taken. Copies of these minutes will be available at such time the Committee determines there is no longer a harm to the public interest.

Mr. Hayes made a motion to adjourn at 9:21 pm, carried unanimously.

Respectfully submitted,  
Illena Raffaele  
Deputy Clerk/Registrar